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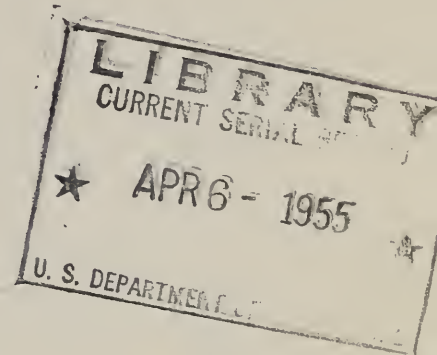
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D. C.

February 21, 1955

ADE BRANCH MEMORANDUM NO. 508.22

To : All ADE Field Activities Stations
From : R. W. Morgan, Administrative Officer
Subject: Use of the Franking Privilege



I PURPOSE

The purpose of this memorandum is to establish a policy concerning the use of franks and penalty envelopes.

II CONDITIONS DETERMINING USE

A. Pre-addressed franks or penalty envelopes may be furnished to any practitioner performing testing work on a fee basis schedule under the cooperative brucellosis program.

B. Pre-addressed franks or penalty envelopes may be furnished any State or Federal employee for use in transporting laboratory samples gathered or used in connection with the cooperative brucellosis program.

C. Private practitioners applying a private test paid for by the owner must not use a frank for the transmission of samples or test charts.

III COMPUTING AND REPORTING CHARGES

The Penalty Mail Act of 1953 requires reimbursement to the Post Office for the full commercial rate of 4th class mailings under frank. The method of arriving at this cost is based on the weight of the shipment and zones travelled. AM 263.3, December 8, 1954, and Title 1 FMAR 235 outlines methods of computing charges. Since the practice of actually weighing cartons of blood samples by each field practitioner is extremely difficult, it is suggested that

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you determine the average weight of a full blood sample carton and that each carton shipment be reported by you as having cost the amount required to carry that average weight within postal zones involved. A unit cost can then be based on this experience. Reports of these mailings should be made in accordance with Section VIII-A of AM 263.3.

IV INVENTORY RECORDS

With regard to inventory records which are required by AM 263.3, it is suggested that pre-addressed franked labels be issued to practitioners in blocks of 10, 25, 50, or 100, and that the labels be charged out of inventory and reported as used in the quarter in which issued.

T. W. Morgan